



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancies for Team Leader and Youth Support Worker in our Docking and Hunstanton Youth Clubs.

More information about the positions, including a Job Description and Job Specification are enclosed. If you would like to find out more information about the service, please take a look at our website www.benjaminfoundation.co.uk/jobs

If you have any questions regarding the vacancy, please contact the HR Department on 01603 886925/886951 or email recruitment@benjaminfoundation.co.uk

Please return your completed applications by email to:-

recruitment@benjaminfoundation.co.uk

Or by post to:

HR Department
The Benjamin Foundation
23-27 St Andrews Street
Norwich
NR2 4TP



The **Benjamin** Foundation



**YOUTH-WEST
PARTNERSHIP**

LED BY YMCA NORFOLK

Team Leader and Youth Support Worker Docking and Hunstanton Youth Clubs

Team Leader - 6 hours per week (evenings)

Youth Support Worker – 4 hours per week

Salary: (Team Leader - £ 10.95 per hour)

(Youth Support Worker - £9.19 per hour)

Fixed Term – Fixed to March 2021 in the first instance.

Plus, employer pension scheme & Employee Assistance Package

At The Benjamin Foundation, we believe that young people have a right to safe spaces where they can build their social skills and make new friends in a welcoming environment. We are part of the Youth West service, delivering weekly open access youth groups for young people aged 11-18 years in West Norfolk and we are looking for Youth Support Workers to assist delivery at our Docking and Hunstanton Youth Clubs.

Every week is different in a youth club and there is never a dull moment. We are looking for committed, enthusiastic and approachable individuals, who have the ability to build rapport with young people and help them develop their confidence. If you have experience of working with young people, or are thinking about a new career, this could be the role for you.

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation embeds the Nurtured Heart Approach® which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

To apply, visit <http://benjaminfoundation.co.uk/jobs>

OR email recruitment@benjaminfoundation.co.uk

Tel: 01603 886925/886922

Closing Date: Monday 23rd September 2019 (Noon)
Interview Date: Tuesday 1st October 2019 (Kings Lynn)



The **Benjamin** Foundation

Team Leader (Youth West) - Job description

Job title:	Youth Support Worker (Youth West)
Employer:	The Benjamin Foundation
Location:	Docking Youth Club & Hunstanton Youth Club
Contract:	Part Time – Fixed term to March 2021 in the first instance
Salary:	Point 21
Hours of work:	6 hours per week 2 x 2 hour youth work delivery session per week <ul style="list-style-type: none">Monday 6pm – 8pm including school holidaysFriday 5pm – 7pm term time onlyHours may vary in school holidays 1 x 2 hour admin/planning per week - flexible
Department:	Children and Young Person's Services
Reporting to:	Operations Manager (with support from the Youth West Coordinator)

Job purpose

- To plan and lead the delivery of weekly open access youth groups for ages 11-18 in the Hunstanton and Docking area
- Evidence the impact of the youth work interventions and report progress as required
- To offer functional line management support to the Youth Support Workers engaged with this service
- To support the aims and function of the Youth West partnership

Main duties

Managing People, Resources and Finance

- To ensure that the voice of the child/young person is inherent in the everyday and strategic development of Youth West groups
- To offer line management support to sessional staff and volunteers supporting the Youth West groups
- To manage petty cash for the delivery of services
- To liaise with local venue providers as required
- To lead on safeguarding issues during Youth West sessions as required



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Service Delivery

- Plan and deliver weekly youth work sessions for young people aged 11-18
- Engage with service users to identify positive activities they would like to participate in
- Ensure the activities planned meet the aims of the service
- Be empathetic and responsive to the needs of young people
- To provide evidence against agreed outcomes as required
- Work within confidentiality and professional boundaries at all times
- Work to ensure the safety of all participants

General

- To maintain key relationships to high standards at all times
- To attend and report to key meetings both within The Benjamin Foundation and Youth West partnership
- To adhere to the organisations Health and Safety Policies and Procedures
- To undertake personal development and attend any relevant training
- To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

The team are asked to coordinate their annual leave to minimise service disruption

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This post is subject to a full and satisfactory DBS disclosure.

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:



The **Benjamin** Foundation

Team Leader (Youth West) – Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Level 3 in youth work or other relevant qualification relating to children and young people	•		Certificate Application Form
	First aid qualification (1 day course minimum)		•	Certificate Application Form
Experience	Experience of leading youth groups		•	Application Form Interview
	Experience of monitoring the impact of youth support interventions		•	Application Form Interview
Knowledge & Skills	Working knowledge of the needs of children and young people	•		Application Form Interview
	An appreciation of the work of the voluntary sector		•	Interview
	Knowledge of the issues facing young people	•		Interview
	Knowledge of Safeguarding procedures	•		Interviews References
Personal Qualities	A determination to provide a high quality of service	•		Interview
	Honesty, fairness and a commitment to the service	•		Interview References
	Hard working, flexible and able to demonstrate common sense	•		Interview References
	The willingness to contribute to the wider Benjamin Foundation (and Youth West partnership) success story	•		Interview
	Resilience	•		Interview
	A sense of humour	•		Interview



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Youth Support Worker (Youth West) - Job description

Job title:	Youth Support Worker (Youth West)
Employer:	The Benjamin Foundation
Location:	Docking Youth Club & Hunstanton Youth Club
Contract:	Part Time - Fixed term to March 2021 in the first instance
Salary:	Point 15
Hours of work:	2x 2 hour youth work delivery session per week <ul style="list-style-type: none">• Monday 6pm – 8pm including school holidays• Friday 5pm – 7pm term time only• Holiday activities by negotiation
Department:	Children and Young Person's Services
Reporting to:	Operations Manager (with support from the Youth West Coordinator)

Job purpose

- To support the delivery of weekly open access youth groups for ages 11-18 in Docking and Hunstanton Youth Clubs
- Help evidence the impact of the youth work activities and support the reporting of progress as required
- To work effectively as part of a team
- To support the aims and function of the Youth West Partnership

Main duties

Managing People, Resources and Finance

- To ensure that the voice of the child/young person is central to the delivery of Youth West groups
- To assist and support volunteers supporting the Youth West groups
- To help ensure venues are safe, suitable and cleared up at the end of a session
- To ensure young people attending Youth West sessions are safeguarded

Service Delivery

- Delivery of 2 x weekly youth work sessions for young people aged 11-18
- Engage with young people to identify positive activities they would like to participate in
- Ensure the activities planned meet the aims of the service as outline in the service level agreement
- Be empathetic and responsive to the needs of young people



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- To provide evidence against agreed outcomes as required
- Work within confidentiality and professional boundaries at all times
- Work to ensure the safety of all participants

General

- To maintain key relationships to high standards at all times
- To attend and report to key meetings both within The Benjamin Foundation and Youth West partnership
- To adhere to the organisations Health and Safety Policies and Procedures
- To undertake personal development and attend any relevant training
- To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post

The team are asked to coordinate their annual leave to minimise service disruption

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Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:



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Youth Support Worker Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Level 3 in youth work or other relevant qualification relating to children and young people		•	Certificate Application
	First Aid qualification (1 day course minimum)		•	Certificate Application
Experience	Experience of supporting youth groups		•	Application References Interview
	Understanding the impact of youth support interventions		•	Application Interview
Knowledge & Skills	Working knowledge of the needs of children and young people	•		Application Interview
	An appreciation of the work of the voluntary sector		•	Interview
	Knowledge of the issues facing young people and children	•		Interview
	Knowledge of safeguarding procedures	•		Interview References
	A determination to provide a high quality services	•		Interview
Personal Qualities	Honest, fairness and a commitment to the service	•		Interview References
	Hard working, flexible and able to demonstrate common sense	•		Interview References
	The willingness to contribute to the wider Benjamin Foundation (and Youth West partnership) success story	•		Interview
	Resilience	•		Interview
	A sense of humour	•		Interview